



Natural Resources Conservation Service  
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To Be Sent Via Electronic Mail

November 1, 2004

MINNESOTA BULLETIN NO. 300-5-6

SUBJECT: LTP – 2005 EQIP PROGRAM.

Purpose. To initiate the 2005 EQIP Local Work Group process and timeline.

Expiration Date. September 30, 2005.

As in FY2004, NRCS District Conservationists (DC) will use Local Work Groups (LWG) as part of the locally-led process to formulate and implement a local FY 2005 EQIP program. While not all the details for the scoring template and the state-wide cost share docket have been finalized, offices can nevertheless proceed to establish the foundation of their 2005 EQIP. Offices should expect the 2005 EQIP to be very similar to the 2004 EQIP.

**2005 EQIP Action Items:**

1. **Hold local input** or listening sessions prior to, or in conjunction with the LWG meetings as needed (Field Offices (FO)). Coordinate with your SWCD.
2. **State Office will finalize the 2005 EQIP scoring template and cost-share docket.** The goal is to provide the 2005 score sheet the week of November 15<sup>th</sup>. The docket should follow shortly thereafter.
3. **Hold Local Work Group meetings (FO).** The goal is to have LWG group meetings completed by November 30, 2004.
4. **Complete and submit the Local Work Group Development worksheet (FO).** Utilize the LWG process to set local/area resource priorities. See details below.
5. **Complete and submit the Local EQIP Application Scoring worksheet (FO).** See details below.
6. **Enter Local EQIP worksheets on the web (State Office).**

As in 2004, every location's EQIP program must be on the web before any contracts can be awarded. The following items will speed the process of getting each of the 91 local programs onto the web site.

**Local Work Group Development worksheet:**

1. The items you document must accurately describe your local/area program. Anyone accessing the web must be able to understand your program, including any policies, priorities, and how you will score the applications. Document any deletions to the State cost-share docket.

2. Expand the one-page format as necessary to accurately describe your EQIP.
3. The DC must submit your LWG worksheet and local score sheet as electronic files through your Area Office. Rename the LWG file to "equip 05XXX" with your 3 digit county code in place of the XXX. Rename the score sheet file to "score 05XXX" with your 3 digit county code in place of the XXX. These files will be converted to pdf format at the state office and posted to the web site. Keep the signed copy in your local office file.

**2005 Timeline:**

Attached is the 2005 timeline. Note that the 2005 program should be ready by December 6 and there will again be three scoring and ranking cut-offs, January 28, February 25, and March 25, 2005.

Questions should be directed to your ASTC(FO) or from the area level to Sid Cornelius, Resource Conservationist.

ANN ENGLISH acting for  
WILLIAM HUNT  
State Conservationist

Attachment

DIST: AC  
DC  
ARC  
EQIP State Office Team

### Minnesota EQIP 2005 Timeline

<b>Date</b>	<b>Item</b>
<b>November 22, 2004</b>	<b>EQIP Subcommittee Meeting (tentative)</b>
<b>November 30, 2004</b>	<b>Local Workgroup process concluded</b>
<b>December 1, 2004</b>	<b>State Technical Committee Meeting</b>
<b>December 3, 2004</b>	<b>LWG scoring, docket, etc. posted on the MN web site</b>
<b>December 6, 2004</b>	<b>EQIP signup begins</b>
<b>January 28, 2005</b>	<b>First scoring period ends</b>
<b>February 25, 2005</b>	<b>Second scoring period ends</b>
<b>March 25, 2005</b>	<b>Third scoring period ends</b>
<b>April 2005</b>	
<b>May 2005</b>	
<b>June 2005</b>	
<b>July 2005</b>	
<b>August 2005</b>	
<b>September 2005</b>	